

Traumatic Brain Injury Fund Advisory Committee Meeting

July 12, 2012

Utah Department of Health (Room 132)

10:00 am – 11:30 am

MINUTES

Committee Members Present:

Nita Smith, Ron Roskos, Eileen Maloney, and Sarah Sanders

UDOH Support Staff:

Whitney Johnson, Sue Dubois, and Missi Leak

Others Present:

Joyce Dolcourt and Lyle Odendahl

Welcome & Introductions:

- Nita welcomed the committee and introductions were made for others present.

Approval of May Minutes:

- Name change on the minutes, Cliff Strachan.
- Nita will be “bringing” a staff member.
- Natalie to give contact information from Kyle Elder, not Mark Davis.
- Minutes were approved by the committee with these changes.
 - Sarah – approved with changes
 - Nita - approved
 - Eileen - approved
 - Ron – approved with changes
 - Sue - approved
 - Whitney - approved
 - Joyce – approved with changes

Update on Tasks:

Green = Need to do

Red = Done

- **TASK:** Sue to contact Sue Olsen and Judith Holt to see what they are planning, and what questions they are going to be asking. (Under the section “Timeline of Implementation” in May’s minutes.)
 - Sue talked with Sue and Judith.
 - Judith needs the results from the impact and knowledge survey, so that they can get the demographics, and then abstract the information.
 - Then they would develop the survey from that information
 - There was a delay in this (the information wasn’t available).

- Keith Jensen is working on getting the information he wanted to know.
- **TASK:** Sue to ask UBIC who needs training first - put it on the UBIC agenda to talk about (Under the section "Timeline of Implementation" in May's minutes.)
 - Not done.
 - This committees list of those we would like to train:
 - Educators/Teachers, School Counselors, Judges / Legal System (JJS), Police/Law Enforcement, Prison Staff Probation, Doctors/Hospitals/Nurses (Discharge Planner Diagnosis), Public Defenders/Public Prosecutors, Mental Health Professionals, Families/Parents, Schools/Students, Social Workers, VR Counselors, Work Force Services Counselors, Employees, Businesses, Nursing Homes/Direct Care Facilities, Independent Living Center Coordinators, Early Intervention, Conferences, UEA Conference – Get it worked into their curriculum (Bern Larsen)
 - Get a list of trainers for this list.
- **TASK:** Ron and Nita to send Whitney the Pre/Post tests that they give.
 - We want to know if the training has been competent.
 - If we are getting a lot of requests, we can use that as the priority.

Update on Joint Sustainability Efforts with UBIC Members:

- Has had some change in its co-chair.
- Nita has the cash from the account that was closed out and gave it to Whitney to deposit in the TBI Fund.
- The stickers have been successful.
- **TASK:** Missi to take this item off the agenda and put it under 'Other Items'.

Contracts Update:

- Trisha put together the contracts.
- They are in the hands of purchasing.
- Committee is unclear on if every member on the committee needs to approve the contracts.
- Committee needs to look at the special provisions for each contract to approve it.
- Whitney handed out copies of the special provisions to committee members.
 - Sarah – approved
 - Nita - approved
 - Eileen - approved
 - Ron – approved
 - Sue - approved
 - Whitney - approved
 - Joyce – approved

IRB Approval:

- It is not ready yet.
- Needs the resource survey.

Other Items:

- Three module manual for Veterans.
 - Funds have been cut, and the Veteran's Administration cannot print this.
 - This was brought up at the Veteran's Sub-Workgroup.
 - It will cost \$3,000 to print.
 - This is coming out of the TBI Partnership Grant and UBIC Funds.
- **TASK:** Missi to move the November 22nd meeting to November 29th.
- **TASK:** Whitney to come up with a data sheet for the contractor's to turn in.
- **TASK:** Missi to add to the agenda 'Training Updates'.
- **TASK:** Whitney to find out about the funding from the bottles/stickers/etc. (total funding amount).
 - Ron handed out fliers/information about the following events:
 - BIAU has their Raptors Night on August 9th.
 - Brain Injury Alliance of Utah (name change).
 - Post cards that have the annual October conference information on it.

Open Meetings Training by Lyle Odendahl:

- Lyle talked to the committee about the Open Meetings Act.
 - He handed out two documents: Open Meeting Act – Quick Reference; and Open and Public Meetings Act 2011.
- Legislature mandated that every committee formed by the legislature or by law/rule that has the authority to make decisions regarding the public has to hold this meeting has to have an annual training.
- Three things need to happen: A Public body, a quorum of the body, and convening.
- Needs to give media notice.
 - Page 2, 52-4-202-ii
- Agenda needs to be specific enough to inform the public.
- When we are going to have a closed a meeting, we need to contact Lyle.
 - Page 4, 52-4-205
- Sub committees are not a quorum, not created by rule/statue.
- But is public
- This meeting is an open meeting to the public, but committee members are the ones to vote and make decisions.
- Public is not here to talk during the meeting, just observe.
- Minutes written, timely, and recorded.
- Record the vote of each member when any approvals are being made.
- Public providing testimony need to give their name
- Must have a rule in place (Department) for an electronic meeting (via phone).
 - If you have a phone in your meeting, you need this rule.
 - Cannot give a vote over the phone or by email after the meeting is over.

- Discussion and votes need to be given during open meetings.
- If you need to call an emergency meeting, you need to give proper notice.
- UDOH (Tom Hudachko) has a website that we need to post our agendas on.

Agenda Items for Next Meeting:

- Approval of July Minutes
- Update on Tasks
- Other Items - Update on Joint Sustainability Efforts with UBIC Members

Next Scheduled Meeting

September 27, 2012

Utah Department of Health

12:00 – 1:30 PM

Room 114

(Conference Line: # (801) 538-1756)